

MCO P12304.1

**CONTRACTOR ENGINEERING AND TECHNICAL
SERVICES PERSONNEL MANUAL
(CETS MANUAL)**



U.S. MARINE CORPS

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MARINE CORPS ORDER P12304.1

From: Commandant of the Marine Corps
To: Distribution List

Subj: CONTRACTOR ENGINEERING AND TECHNICAL SERVICES PERSONNEL
MANUAL (SHORT TITLE: CETS Manual)

Encl: (1) LOCATOR SHEET

Reports Required: I. Contract Field Engineer Requirements,
(Report Control Symbol MC-12304-01),
par. 2002 and fig. 2-1
II. Field Engineer Attendance Record (Report
Control Symbol EXEMPT), par. 2017 and
fig. 2-7
III. Field Engineer Technical Summary (Report
Control Symbol MC-12304-02), par. 2018
and fig. 2-8

1. Purpose. To promulgate policies and procedures per the references for the management of CETS which are procured and administered by the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) for use by the Marine Corps.

2. Cancellation. MCO P12306.1C.

3. Background

a. CETS are those services performed by commercial companies which provide advice, instruction, and training to Marine Corps personnel in the installation, operation, and maintenance of Marine Corps tactical weapon systems and equipment.

b. The Department of Defense (DoD) has established policies for the managing, and reporting of CETS. The Secretary of the Navy via the Commandant of the Marine Corps (CMC), has designated the COMMARCORSYSCOM or the COMMARCORSYSCOM's designated representative, as the single official within the Marine Corps for coordinating and maintaining cognizance over CETS. The designated representative, MARCORSYSCOM Deputy for Financial Management (DFM/O), serves as the principal point of contact, within the Marine Corps, for all matters pertaining to the CETS program.

4. Responsibilities. MARCORSYSCOM DFM/O:

a. Solicits from MARCORSYSCOM Program Managers (PM) and Marine Corps field activities CETS requirements.

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b. Prepares and maintains all records, ledgers, and reports concerning the CETS program.

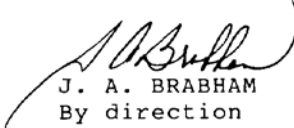
5. Action. All commands having administrative jurisdiction over CETS personnel shall comply with the provisions of this Manual.

6. Summary of Changes. This Manual has been completely revised and should be reviewed in its entirety.

7. Recommendations. Recommendations concerning the contents of the CETS Manual are invited; and should be submitted, via the appropriate chain of command, to the COMMARCORSYSCOM (DFM/O).

8. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve..

9. Certification. Reviewed and approved this date.
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By direction

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ENCLOSURE (1)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

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CHAPTER 1

INTRODUCTION

1000. INFORMATION

1. The provisions of this Manual apply to all echelons throughout the Marine Corps (hereafter referred to as using activities), and are promulgated for information, guidance, and compliance in the administration of Contractor Engineering and Technical Services Personnel Manual (CETS) personnel serving under contract with the Marine Corps.
2. This Manual is considered sufficient in detail to preclude the necessity of commands having to publish supplemental manuals. However, supplemental instructions concerning operations may be published, provided the instructions are in strict accord with these procedures. Situations which are not covered by this Manual, or which cannot be resolved at the using activity should be referred to the Marine Corps Systems Command (MARCORSYSCOM) Deputy for Financial Management (DFM/O).

1001. BACKGROUND. In many instances, the introduction of new or modified, complex weapon systems and equipment into the Marine Corps inventory requires transmittal of technical knowledge and support from a manufacturer or contractor to the Marine Corps. This support is for a period of time until Marine Corps personnel become capable of maintaining and operating the weapon systems and equipment. The period of time is dependent on the following factors:

1. The advancement in technical design.
2. Stability of design.
3. Changes in the operational mission or concept.
4. The time between development and post-delivery phases of weapon systems and equipment.

1002. GLOSSARY OF TERMS. The following definitions are designed to define the terms as they are used within the context of this Manual:

1. Continental United States (CONUS). The contiguous 48 States and the District of Columbia.
2. Contracting Officers. Military or DOD civilian personnel designated by the COMMARCORSYSCOM, or other heads of procuring

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activities, as applicable; and having authority to enter into contracts for supplies and services on behalf of the U.S. Government.

3. Contractor. A firm or person having entered into a contractual agreement with the U.S. Government to provide the Government with equipment and/or services.

4. Contractor Engineering and Technical Services. CETS consist of contractor plant services (CPS), contractor field services (CFS), and field service representatives (FSR) which are defined as follows:

a. CPS. CPS are CETS provided Marine Corps personnel by a manufacturer of military equipment or components. These services are provided in the plants and facilities of the manufacturer by qualified engineers and technicians employed by the manufacturer. The specialized skills, knowledge, experience, and technical data of the manufacturer are contracted by the Marine Corps for acquiring system and component knowledge, training aid programs, and other essential engineering and technical services.

b. CFS. CFS are CETS provided at DoD locations to Marine Corps personnel by qualified contractor engineers and technicians. CFS personnel must possess specialized knowledge, experience, and skills, or have access to information covering the installation, operation, and maintenance of Marine Corps weapon systems and equipment.

c. FSR. An FSR is a contractor employee who provides liaison or advisory service to the military user of equipment or components manufactured by that employee's company. This service is an important element in establishing and maintaining technical communication channels between the manufacturer and the military using activity.

5. Domestic Duty. CETS rendered within CONUS.

6. Engineering and Technical Services (ETS). ETS are services which provide advice, instruction, and training in the installation, operation, and maintenance of weapon systems and equipment used by Marine Corps activities. These services are provided by qualified military personnel, DoD civilian personnel, and by employees of commercial companies.

7. Field Engineer. A field engineer is an employee of a contractor who is accepted by the Marine Corps as qualified to perform the engineering and technical services required by contract. The field engineer must be a civilian citizen of the United States. Field engineers may also be referred to as contract engineers, contract technicians, or technical representatives.

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8. Foreign Duty. Foreign duty is CETS rendered in places other than CONUS. Hawaii and Alaska are considered foreign duty.

9. Hazardous Duty. Hazardous duty is CETS rendered in a declared hazardous duty zone, combat zone, or an area otherwise specified in a contract.

10. Man-Day/Man-Month. The services of one field engineer for one calendar day/month.

11. Marine Corps Engineering and Technical Services Specialists. Marine Corps military or DoD civilian personnel technically qualified to provide advice, instruction, and training in the installation, operation, and maintenance of Marine Corps weapon systems and equipment.

12. Outside of Conus (OCONUS). Not within the contiguous 48 States or the District of Columbia.

13. Overtime. Any work performed in excess of 8 hours of the normal workday, Monday through Friday; and work performed on Saturdays, Sundays, and legal holidays.

14. Standard Workweek. The established commercial workweek as set forth in paragraph 2015.

1003. POLICY

1. General Information

a. As soon as practical, the Marine Corps will achieve an in-house capability in the installation, operation, and maintenance of new or modified weapon systems and equipment.

b. Contracting for CETS will be continuously reviewed and controlled. CETS will only be provided until such time that Marine Corps personnel have attained an adequate level of technical expertise in the installation, operation, and maintenance of the weapon system or equipment.

c. When required, CETS will be provided onsite at defense installations to Marine Corps personnel operating particular weapon systems and equipment. Each Marine Corps component shall continue its training programs to assure that the knowledge, training, and skills of Marine Corps specialist personnel are properly maintained and advanced to meet projected changes in weapon systems and equipment.

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2. Funding

a. Research Development Test, and Evaluation, Navy (RDT&E,N). CETS required in direct support of research and development program efforts for systems and other items, from inception through completion of initial operational test and evaluation, will be budgeted under the RDT&E,N appropriation.

b. Procurement Marine Corps (PMC). CETS required to directly support the introduction of systems, components, and other investment end items, including modification kits, will be budgeted in the PMC appropriation. The PMC appropriation is used to fund CETS for a period not-to-exceed 12 months after acceptance of the first production unit of the model being produced.

c. Operation and Maintenance, Marine Corps (O&MMC) and Operation and Maintenance, Marine Corps Reserve (O&MMCR). CETS required to support follow-on test and evaluation efforts directed to the demonstration of operational suitability of systems, and other items being introduced into inventory, will be budgeted under the O&MMC or O&MMCR appropriation. Additionally, CETS not meeting criteria for funding under RDT&E,N or PMC appropriations will be budgeted within the O&MMC or O&MMCR appropriation; e.g., CETS authorized after the 12-month limitation.

3. Assignment of Contractor Field Services Personnel

a. CFS personnel shall be utilized as approved by COMMARCORSYSCOM, for accomplishment of a military mission; and when satisfactory completion of engineering and technical services by Marine Corps military or DOD civilian personnel is not practicable.

b. CFS personnel shall be utilized only when one of the following conditions prevails:

(1) The technological complexity of new or modified weapon systems and equipment is such that in-plant training and acquisition of engineering knowledge have not been adequate; and a period of onsite CFS personnel indoctrination and training of Marine Corps personnel is needed to assure that proficiency in installation, operation, and maintenance is sufficient to meet operational readiness standards. An example is critical low density equipment which, due to small inventories and complexity, may necessitate support.

(2) During or subsequent to the introduction of new or modified weapon systems or equipment, an urgent requirement develops for additional reliability evaluation or training which cannot be supplied by DoD personnel.

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c. Generally, the use of CFS personnel by Marine Corps units is limited to a period not to exceed 12 months after the fielding of a particular weapon system or piece of equipment. Exceptions may be granted to this 12-month limitation. Requests for exception will be submitted, via the appropriate chain of command, to the COMMARCORSYSCOM (DFM/O) for approval.

d. CFS will be procured either through a separate service contract, as a separate task on a task order type contract, or as an identified line item within an end item procurement. Contracts will specify the work to be performed.

4. Limitations on Assignment of Contractor Field Services Personnel. CFS personnel providing engineering and technical services shall not be:

a. Placed in positions where they are under the supervision, direction, or evaluation of DoD personnel.

b. Placed in a policymaking position.

c. Placed in a position of command, supervision, administration, or control over DoD personnel, or personnel of other contractors.

d. Used for avoiding manpower ceilings or other personnel rules and regulations of the Marine Corps or the Office of Personnel Management.

In the event unusual requirements involving essential mission accomplishment necessitate exceptions to one or more of the foregoing limitations, requests for exceptions on an individual case basis shall be made to the COMMARCORSYSCOM (DFM/O), via the appropriate chain of command.

5. Monitoring of Contractor Field Services Personnel.

Commanding officers are agents of the Marine Corps and will ensure that CFS personnel are not supervised by DoD personnel. Supervision of contractor personnel is illegal, whereas monitoring is proper. The employee works for the contractor; therefore, the employee receives instructions from the contractor. Government personnel can only ensure that the provisions of the contract are being fulfilled; they cannot tell the CETS employee how to accomplish their duties.

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CHAPTER 2

INSTRUCTIONS

2000. INFORMATION. This chapter provides procedures for those Marine Corps activities and individuals who require and monitor Contractor Engineering and Technical Services Manual (CETS) personnel. Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) (DFM/O) obtains the services of field engineers by contract, and assigns them under the administrative jurisdiction of using activities.

2001. MISSION OF FIELD ENGINEERS

1. The mission of the field engineers is to improve the qualitative performance of Marine Corps tactical equipment within the limits of existing design, and to assist in raising the technical skill level of Marine Corps personnel. The specific duties of field engineers are normally outlined in their basic assignment to work orders, and the contract covering their services.

2. In support of this program, the field engineer's approach is to assist the organizations to which assigned in obtaining the optimum performance from their equipment by:

a. Suggesting effective preventive maintenance programs and techniques.

b. Recommending corrective maintenance, as required.

c. Indoctrinating personnel of the using activity on new or modified weapon systems and equipment.

d. Recommending improvements in design and construction of equipment.

e. Assisting in, or conducting advanced and refresher instruction programs for Department of Defense (DoD) personnel. Such instruction programs are intended as supplements, rather than substitutes for formal schooling.

f. Verifying warranty status of defective items covered under the warranty technical bulletin.

2002. DETERMINATION OF REQUIREMENTS

1. Approximately 13 months prior to the beginning of each fiscal year, Marine Corps commands are required to submit, to the COMMARCORSSYSCOM (DFM/O), their annual requirements for Operation

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and Maintenance Marine Corps (O&MMC) funded CETS. Figure 2-1 (Determination of Requirements Format) is an illustration of the message from MARCORSYSCOM (DFM/O) that begins the annual O&MMC CETS process. Submit the requested information electronically via EMAIL to USERID ELMS[GDCP43:GISNAD03). Report Control Symbol MC-12304-01 has been assigned to this reporting requirement.

2. It is the responsibility of the unit commander or Program Manager (PM) to request CETS. Annual requirements are to be directed to the using activity's (location of field engineer) major command (e.g., Commanding General, Fleet Marine Force, Pacific (CG FMFPac); Commanding General, Fleet Marine Force, Atlantic (CG FMFLant); Deputy Chief of Staff for Manpower and Reserve Affairs (DC/S M&RA); and Commander, Marine Corps Logistic Bases (COMMARCORLOGBASES)). PM's requesting O&MMC funded CETS should similarly submit requests via the appropriate major command.

3. The annual CETS call requests addressees to perform the following:

- a. Consolidate all requests for CETS from using activities or PM, and indicate command priorities.
- b. Include man-months of services required.
- c. Identify weapon systems/equipment on which assistance is required.
- d. Provide complete justification, taking into account any new equipment recently obtained or expected to arrive at the command within the next fiscal year.
- e. Estimate any foreign duty requirements, including field exercises overseas.
- f. Provide a statement that the contemplated employment of the requested field engineers is within the scope of the DoD policy stated in paragraph 1003.
- g. Submit request to the COMMARCORSYSCOM (DFM/O) prior to date indicated in the CETS call.

4. MARCORSYSCOM PM's will include CETS requirements to be funded by the Research, Development Test and Evaluation, Navy and Procurement Marine Corps appropriations during the Program Objective Memorandum and budget development cycles, and in accordance with NAVCOMPT Manual volume 7, chapter 5.

5. COMMARCORSYSCOM budgets for the funds necessary to support the FMF. Since only limited funds are available, a justifiable request for CETS from the FMF does not guarantee that such

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services will be provided. However, every request will be considered.

6. For Reserve units, the DC/S M&RA may request that MARCORSYSCOM administer particular CETS contracts for Reserve units. The DC/S M&RA will determine the CETS requirements, and will forward a Request for Contractual procurement for the CETS requirements to COMMARCORSYSCOM (DFM/O) for the obtaining and administration of CETS contracts for the Reserve force.

7. For logistics' bases, COMMARCORLOGBASES may request that MARCORSYSCOM administer particular CETS contracts for the logistics bases. COMMARCORLOGBASES will determine CETS requirements for the logistics bases, and forward a Request for Contractual procurement to COMMARCORSYSCOM for the initiation and administration of CETS contracts for the logistics bases.

2003. ASSIGNMENTS. COMMARCORSYSCOM contracts for field engineers and may assign a field engineer to any level of command.

2004. DOMESTIC DUTY. The contract award for CETS will require the contractor to nominate, by name, an engineer for each using activity. A resume of the engineer's training experience, along with a Defense Industrial Security Clearance Office (DISCO) security clearance, shall be submitted to COMMARCORSYSCOM (DFM/O). If the engineer is acceptable to the Marine Corps on the basis of the submitted resume, COMMARCORSYSCOM (DFM/O), will prepare a set of "assignment to work with the U.S. Marine Corps" orders for the engineer. All affected parties are notified of the field engineer's assignment by appropriate distribution of the engineer's orders. (Figure 2-2 shows a typical example of domestic assignment orders.)

2005. FOREIGN/HAZARDOUS DUTY. Foreign and/or hazardous duty is considerably more expensive to the Marine Corps than domestic duty and entails more detailed processing.

1. Initial Steps. The initial steps in determining requirements, selecting the individual, and determining the individual's security clearance are accomplished in the same manner as described in paragraph 2004.

2. Passport. The responsibility for obtaining a passport rests with the contractor. When the field engineer is informed by the contractor of foreign duty service, the engineer must immediately

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file an application for a passport. It is of paramount importance that the engineer have a passport prior to departure. The engineer is reminded that applications are to be made to the Department of State.

3. Visas. The responsibility for obtaining a visa rests with the contractor. The field engineer must file an application for a visa to the appropriate consulate for the area in which that individual will be performing duties.

4. Area Entry Clearance. Following the completion of the foregoing steps and prior to the actual duty assignment, COMMARCORSYSCOM (DFM/O) will grant an entry clearance (permission for the field engineer to enter an area under military jurisdiction) to the area which the engineer will be assigned. This is normally accomplished by a paragraph in the orders or may be done by naval message to the appropriate command.

5. Preparation of Orders. COMMARCORSYSCOM (DFM/O) will prepare the overseas orders for all field engineers stationed outside of CONUS and for special overseas exercises. (See figure 2-3.)

6. Delivery of Orders. Orders will be forwarded to the field engineer directly, with copies to the engineer's contractor and to the military unit having administrative jurisdiction.

7. Agreement. Each set of orders issued by COMMARCORSYSCOM (DFM/O), to the field engineer is accompanied by two copies of OPNAV Form 5720/1 (Agreement). OPNAV Form 5720/1 binds the engineer to certain conduct and procedures upon their signature. The agreement is executed in duplicate before a witnessing military officer prior to the engineer's departure from the United States. The original copy is sent to and retained by COMMARCORSYSCOM (DFM/O) and one copy is retained by the engineer.

8. Uniforms. When directed under OPNAVINST 5720.3, the field engineer will be provided the items of clothing listed in figure 2-4. Cash sales to field engineers for the required articles of clothing are not authorized. Commands furnishing required clothing will issue such clothing utilizing the command's local funds and will provide replacement clothing for items that have become unserviceable. The uniform may be worn only outside the continental limits of the United States. Instructions concerning the proper wearing of uniforms are contained in MCO P1020.34 and will be provided to each engineer detailed to an overseas location. Figure 2-5 is an extract from MCO P1020.34E. Uniforms should be recovered upon completion of the overseas assignment.

9. Special Protective Clothing. Local commands are authorized to issue each field engineer articles of special protective clothing and equipment required by the conditions under which the

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engineer is performing duty. These articles shall be returned to the issuing organization upon transfer of the engineer.

10. Inoculation. The field engineer shall comply with the inoculation requirements, as prescribed by the Bureau of Medicine and Surgery, for the area in which the engineer is to perform duty. Unless authorized through prior military service, field engineers are to obtain proper inoculations from civilian sources. The engineer shall carry documentary proof of inoculations.

11. Dependents. Dependents, who accompany field engineers to an overseas assignment, are responsible for arranging for and obtaining the immunization inoculations, passports, visas, and other requirements of overseas travel.

2006. ORDERS AND ENDORSEMENTS

1. Orders serve as an official letter of introduction for the field engineer to the commanding officer of the activity to which the engineer is assigned. They further serve as written notification to both the engineer and the commanding officer of the activity to which the engineer is assigned relative to the duration of assignment, scope of work to be performed, security clearance, and other pertinent matters.

2. The original of the basic orders along with the original of all endorsements and modifications to the basic orders shall constitute a complete set of orders. The complete set of orders must be in the immediate possession of the field engineer when that person is traveling under those orders. Upon termination of a foreign duty assignment, the original set of orders shall be forwarded to COMMARCORSYSCOM (DFM/O).

3. At each stage of travel in the course of assignment and upon completion of duty at any station, appropriate endorsements to the basic orders shall be obtained by the field engineer. Copies of all endorsements to orders must be forwarded to COMMARCORSYSCOM (DFM/O).

2007. TRANSPORTATION. Unless there is a conflict with the appropriate CETS contract, the following policies pertain to transportation of field engineers:

1. Continental United States (CONUS)

a. Transportation of field engineers at their permanent assignment site will be their responsibility.

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b. Transportation of field engineers, while TAD within CONUS, will be in accordance with paragraph 2019.2.

c. Transportation of field engineers, while on a field exercise, will be the responsibility of the unit being supported; the use of tactical vehicles is recommended.

2. Outside of Continental United States (OCONUS)

a. Whenever a long term assignment is made to an overseas using activity, space required Government transportation will be utilized for travel from CONUS, Alaska, or Hawaii to the overseas activity.

b. When supporting field exercises at the assigned OCONUS using activity, and upon approval of the using activity's commanding officer by an endorsement to the field engineer's original orders, the field engineer will utilize tactical transportation on a space required basis in accordance with DoD 4515.13-R.

c. When a field engineer is assigned to a CONUS using activity, and accompanies the unit on an OCONUS exercise, the COMMARCORSYSCOM strongly encourages the use of Air Mobility Command (AMC) travel, and the use of field facilities such as sleeping quarters, and messing. If the field engineer is being billeted in the field, a rental car will not be authorized by COMMARCORSYSCOM, and the using activity will provide tactical transportation for the field engineer. These are ways to avoid incurring expenses to the Government for commercial air, lodging, and rental car.

d. If during a field exercise, a commercial billeting facility is required, authorization must be requested from COMMARCORSYSCOM (DFM/O). When authorized a commercial billeting facility, a rental car may be authorized for official business. When requesting the authorization, include the total estimated cost, and individual cost for airfare, per diem, rental car, and other expenses. Within 30 days upon completion of the exercise, the commander of the using activity to which the field engineer was assigned will submit to COMMARCORSYSCOM (DFM/O) an estimated cost to the Government for the airfare, per diem, rental car, and other expenses the field engineer incurred as a result of the field exercise. (See figure 2-6.)

2008. PROCESSING UPON REPORTING

1. Whenever possible, the using activity commander shall be alerted, by means of an advance copy of the engineer's orders, as to the engineer's arrival date and mission. The unit commander

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should assign an officer to provide an orientation and briefing to the engineer.

2. The unit commander should act to facilitate such procedures as the engineer's membership in officers' mess, billeting in bachelor officers' quarters (when desired), etc.

2009. STATUS OF FIELD ENGINEERS

1. Field engineers on assignment with the Marine Corps are accorded the status of a company grade officer (second lieutenant to captain), without the military staff or command responsibility. Exceptions to company grade status will be made only in unusual cases. They are authorized entry into the officers' mess in accordance with MCO P1700.27 and may be quartered in bachelor officers quarters, if available, and when they so desire. However, field engineers serving in a combat zone, or on field exercises are required to be billeted with the command to which they are providing technical support. All such considerations are on a reimbursable basis, unless explicitly stated to the contrary in their orders or the contracts covering their services. Field engineers in overseas assignments may, as directed by the commanding officer, wear the uniform of a Marine Corps officer without grade insignia or Marine Corps devices.

2. Although under the control of their contractors, field engineers will be subjected to the administration and security regulations of their assigned Marine Corps using activity.

2010. SENIOR ENGINEER. Commanding officers, who have engineers from two or more commercial contractors assigned to their activities, shall not place an engineer of one contractor in a position of authority (such as coordinator or senior engineer) over engineers of another contractor.

2011. SECURITY CLEARANCES

1. A field engineer assigned to a Marine Corps activity arrives at the assigned station with the security clearance stated in that individual's orders. The acceptance of this security clearance by the local commanding officer is not mandatory. If for any reason the commanding officer feels that it should be challenged, the commanding officer should immediately contact COMMARCORSYSCOM (DFM/O) and await further instructions.

2. The granting of a security clearance of any degree to a field engineer does not automatically grant the engineer access to all matters and equipment falling within that individual's level of clearance. The engineer's activities in connection with any

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classified material shall be limited to a "need to know" basis, commensurate with the duty assignment.

3. The attention of the field engineer is directed to the requirement of security as contained in OPNAVINST 5510.1. Constant association with classified materials tends to create laxity toward this subject. The field engineer is enjoined to maintain a constant awareness of the necessity for properly safeguarding materials and information and to practice constant security discipline, both during and outside of duty hours. The field engineer may only discuss classified material in a secure area or by secured means (e.g., via keyed STU-III). The field engineer may only discuss classified material with persons who have both the required security clearance and a need to know. The field engineer shall refrain from discussing material which is clearly classified and not within the scope of the field engineer's particular duties. The field engineer reporting for duty with the Marine Corps is required to read and become familiar with OPNAVINST 5510.1, and to state in writing that he understands the provisions therein.

2012. IDENTIFICATION

1. It is recommended that, at Marine Corps installations where civilian workers are employed, field engineers be issued distinctive identification badges or passes. Frequently, the engineers are required to work before and after regular working hours, with the result that they may be unnecessarily delayed at sentry posts or other check-points if not provided with a distinctive identification.

2. Field engineers assigned to overseas billets are required to possess DD Form 489 (Noncombatant's Certificate of Identity). These identification cards will be provided by COMMARCORSYSCOM (DFM/O). The original will be provided to the field engineer and a copy will be retained by COMMARCORSYSCOM (DFM/O).

2013. CONDUCT

1. General. Field engineers assigned to Marine Corps organizations shall conduct themselves with dignity and decorum and shall conform to all rules and regulations promulgated in the interests of good order, appearance, and discipline. It is suggested that commanding officers familiarize field engineers in the customs and courtesies of the Marine Corps. Friendly and cordial relations between field engineers and Marine Corps personnel are desired in order to derive the utmost benefit from the field engineering program.

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2. Courtesies. Engineers shall not salute or return the salute of military persons, but they are expected to render appropriate courtesies within the framework of military protocol.

2014. PRIVILEGES

1. Commissary. Unless entitled in their own right (e.g., retired military personnel), field engineers are not entitled to commissary facility privileges except in overseas commands when specifically authorized in overseas orders. Under the direction of the overseas commander, commissary privileges may be extended to the field engineers and members of their families who reside in the same households in accordance with DoD 1330.17-R.

2. Exchange. U.S. employees and their dependents of firms under contract to the Department of Defense employed OCONUS, Alaska, Hawaii, and Puerto Rico are entitled to all exchange privileges in accordance with MCO P1700.27.

3. Medical and Dental. U.S. citizen contractor, engineering, and technical service personnel designated as U.S. Navy Technicians; civilian employees of contractors and subcontractors operating under U.S. Government contracts; and their dependents when accompanying their sponsor while serving OCONUS or in Alaska, where facilities are not otherwise available, may receive hospitalization and necessary outpatient services in naval medical treatment facilities on a reimbursable basis. Except for the individuals designated as U.S. Navy Technicians who are serving aboard naval vessels, all others may only be hospitalized for acute medical and surgical conditions, exclusive of nervous, mental or contagious diseases, or those requiring domiciliary care. Routine dental care, other than dental prosthesis and orthodontia is authorized on a space available basis provided facilities are not otherwise available in reasonably accessible and appropriate non-Federal facilities. Specifics on these privileges are contained in NAVMEDCOMINST 6320.3.

4. Marine Corps Clubs. Commanding officers may extend associate membership to DoD contractor employees, technical representatives, and others authorized logistical support by a DoD component who work on the installation. Field engineers authorized logistical support by a DoD component outside the United States, subject to international agreements and in accordance with MCO P1700.27, will be extended an associate membership in the Marine Corps clubs. In addition, their dependents will be afforded the same patron privileges as their sponsors. Membership in Marine Corps clubs is on a voluntary basis.

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5. DoD Dependent Schools. Field engineers' dependent students may be enrolled in DoD dependents schools or non-DoD dependents schools on a space-available, tuition-paying basis.

6. Communications. Field engineers are not permitted the use of free mailing privileges in those areas where such consideration is extended to military personnel; however, the use of military post offices is authorized. Engineers may be extended the use of naval communications services, to include Western Union service, in connection with the performance of their duties and subject to the exigencies of war. Personal correspondence will be subject to prevailing censorship rules.

2015. WORKING HOURS. Field engineers are normally expected to work a five day week, eight hours per day. The established working hours for field engineers will vary according to contractual agreements. Overtime will not be performed without prior approval of the local commanding officer who is responsible for determining if there are enough funds in the overtime line item of the contract to cover services performed outside regular working hours. If overtime is required in excess of the overtime line item, the commanding officer is required to submit a request to COMMARCORSYSCOM (DFM/O). The payment for engineers' services, including overtime, is a matter for resolution by COMMARCORSYSCOM (DFM/O), or the contracting officer, and is based on the monthly time report (See paragraph 2017) submitted by all commanders having field engineers under their jurisdiction; to include overseas and domestic duty. (See figure 2-7.)

2016. PROPERTY PASSES. During the normal conduct of duties, the field engineer will often have occasion to transport Government or personal equipment from one point to another. Test equipment, tools, and hardware are among the items most commonly in the engineer's possession. An adequate property pass should be issued to the field engineer to assure the freedom of movement and accountability of property within the framework of assigned duties.

2017. FIELD ENGINEER ATTENDANCE RECORD

1. For contracts awarded by COMMARCORSYSCOM, each commanding officer or PM who has administrative jurisdiction over field engineers shall submit a monthly Field Engineer Attendance Record (Report Symbol Exempt) on each engineer, whether on domestic or overseas duty, except when an engineer's assignment orders specifically state that such records are not required. This record consists of a tabulation of the number of days on duty (this number shall include days on (TAD)), number of days of annual leave taken, and number of days of sick leave taken, all by actual dates. The normal workweek consists of 5, 8, hour

days, Monday through Friday. Overtime to be reported is any time in excess of 8 hours, Monday through Friday, and any work performed on Saturdays, Sundays, or legal holidays.

2. The form is to be prepared locally, using the format shown in figure 2-7. The record on each engineer is to be submitted to COMMARCORSYSCOM (DFM/O) no later than the 10th day following the reporting month. This record is exempt from reports control.

2018. FIELD ENGINEER TECHNICAL SUMMARY

1. Technical summaries (Report Control symbol MC-12304-02) are required from field engineers. The deadline for completing and submitting each monthly summary is the 10th of the month following the month summarized. For example, January's summary must be submitted by February 10th. Each summary shall be addressed to the COMMARCORSYSCOM (DFM/O) and a copy shall be sent to the appropriate PM. The commander of the unit to which the field engineer is assigned will send copies of the summary directly to the Commander, Marine Corps Logistics Base, Albany (Code 820), FMFPac, FMFLant, and all other units which possess the item of equipment supported by the field engineer.

2. Technical summaries shall include, but are not limited to, the following:

a. Hours devoted to instruction, the subject matter, and the number and MOS of personnel in classroom or on-the-job training attendance.

b. Hours devoted to technical assistance, the related problems, and the solutions used.

c. Hours of actual maintenance work performed due to the lack of qualified Marine Corps personnel.

d. Number and description of failures occurring which require technical assistance.

e. General comments concerning the operation of the equipment.

3. An example of a brief Field Engineer Technical Summary is shown in figure 2-8.

2019. TEMPORARY ADDITIONAL DUTY

1. Commanding officers of the field engineer's assigned using activity are authorized to endorse the field engineer's assignment orders to perform TAD in CONUS, without specific direction

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from COMMARCORSYSCOM, when it is determined that' the TAD will be in the best interest of the government and in direct support of the field engineer's mission. TAD so authorized will not exceed a period of 2 weeks. When TAD of more than 2 weeks duration is required, the approval of the COMMARCORSYSCOM (DFM/O) will be obtained via the appropriate chain of command.

2. When in CONUS and not participating in a field exercise, car rental, not to exceed 14 days, may be approved by the commanding officer, or duly authorized representative of the duty station to which the field engineer is assigned (See paragraph 2007). Authorization in excess of 14 days must be approved by the COMMARCORSYSCOM (DFM/O).

3. Under no circumstances are commanding officers authorized to issue TAD orders to field engineers to travel from a station within the continental limits of the United States to a station outside the continental limits. This includes accompanying troops on maneuvers or landing exercises outside the continental limits. When such service is desired, commanding officers will make their requests for such authorization to the COMMARCORSYSCOM (DFM/O) at least 30 days prior to the estimated date of embarkation.

4. Since contractor TAD normally requires additional expenses, commanding officers will carefully evaluate all requests for TAD for field engineers. TAD expenses for field engineers are to be funded by the contractor and not the using activity local TAD funds. Appropriation data is not provided since the contractor is paid on a reimbursable basis when an invoice is submitted for payment to COMMARCORSYSCOM (DFM/O). However, customer identification code numbers are provided in overseas assignment orders for use on AMC flights.

5. Within 30 days of the completed TAD assignment, the commanding officer of the using activity to which the field engineer was assigned TAD will verify and provide to the COMMARCORSYSCOM (DFM/O) an estimated TAD cost for the field engineer. The estimated cost should include airfare, lodging, meals, and rental car. (See figure 2-6.)

2020. LOAN OF SERVICES. At the discretion of the local commanding officer, the services of the field engineer may be loaned, for short periods of time, to another unit in the geographical area provided the services to be performed are within the scope of the contract. Such cooperation among field units is encouraged in order to give engineering services the widest possible coverage. An engineer on loan to an adjacent unit remains under the command cognizance of the loaning organization.

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2021. TRANSFERS. The permanent transfer of a field engineer from one station to another shall be effected only when in the best interest of the Government. Such transfer is expensive, since it usually involves transfer of dependents/household effects. The transfer of a field engineer from one station to another is accomplished by direct issuance of orders from the COMMARCORSYSCOM (DFM/O).

2022. TERMINATION OF SERVICES

1. Upon completion of an engineer's mission and/or when the commanding officer or PM considers that the contract technical services of the engineer are no longer required within that organization, notification, through the appropriate chain of command, shall be made to the COMMARCORSYSCOM (DFM/O).

2. Although the Marine Corps makes every effort to obtain field engineers of the highest professional and personal caliber, occasions may arise when an engineer may be deemed undesirable. In such an event, the commanding officer or PM will immediately notify, in writing, the COMMARCORSYSCOM (DFM/O) setting forth the circumstances. The contracting officer will take the necessary action with the contractor to resolve the problem.

3. If the field engineer has been or is expected to be hospitalized for a long period of time, or if the field engineer dies, the commanding officer or PM should contact the COMMARCORSYSCOM (DFM/O) to verify if a replacement is needed or feasible depending upon the expiration date of the contract.

2023. CAPTURE BY AN ENEMY. Field engineers are cautioned that, in the event of capture by an enemy, they are required by the international rules of warfare to give only name and status within the military framework. Under no circumstances will the enemy be furnished with information of military value. Letters of authorization, items disclosing the nature of security clearance, or other classified matter, shall not be carried on the engineer's person in a combat zone. Per Article 4 of the Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949, field engineers, if captured by an enemy, are entitled to be treated as prisoners of war.

PRIORITY ZYUW RUEACMC3524 3051833
P 150210Z JUL 91
FM MARCORSYSCOM WASHINGTON DC//DFMO//
TO CMC WASHINGTON DC//RAB//
CG FMFPAC//G-6//
CG FMFLANT//G-6//
COMMARCORLOGBASES ALBANY GA//CEO//
MAD PT MUGU CA//CEO//
MCCES TWENTYNINE PALMS CA//CEO//
MCTSSA CAMP PENDLETON CA//CEO//
INFO COMMARCORSYSCOM QUANTICO VA
CG FOURTH MAW//G-6//
CG MCLB BARSTOW CA//CEO//
UNCLAS //N12306//
SUBJ: CONTRACT FIELD ENGINEER REQUIREMENTS (REPORT CONTROL
SYMBOL MC-12304-01)
MSGID/GENADMIN/ /MARCORSYSCOM DFMO/JUL 91//
REF/A/DOC/MCO P12304.
RMKS/REQUEST IMMEDIATE REPLY//
1. AS REQUIRED BY THE REF, REQ SUBMIT ANNUAL REQUIREMENTS FOR
CONTRACTOR ENGINEERING AND TECHNICAL SERVICES (CETS) FOR FY 94
AND 95 TO THIS CMD BY 15 AUG 91.
2. REQUEST FMFPAC, FMFLANT, COMMARCORLOGBASES, AND DC/S M&RA
CONSOLIDATE SUBORDINATE CMD REQUIREMENTS AND SUBMIT A
CONSOLIDATED PRIORITY LIST. OTHER CMDS MAY SUBMIT DIRECT.
3. JUSTIFICATION SHOULD BE OF SUFFICIENT DETAIL TO ASSIST THIS
CMD IN THE PRIORITIZATION OF CETS REQUIREMENTS. SEE EXAMPLE PROV
BELOW:
FMFLANT PRIORITIES

PRIORITY	EQUIPMENT	MAN-MONTHS	LOCATION
1-C	HAWK	12M/M	3RD LAAMBN, CPNC
2-C	AN/TYQ-2	12M/M	MACS-6, CPNC
3-C	AN/TYQ-3A	12M/M	HHS-28, CPNC
4-E	AN/GRC-201	12M/M	8TH COMMBN, CLNC
5-E	AN/TYQ-2	12M/M	MACS-5, BEAUFORT, SC

LIST 1-C THRU 5-E JUSTIFICATION IN DETAIL.
FMFPAC PRIORITIES

PRIORITY	EQUIPMENT	MAN-MONTHS	LOCATION
1-C	AN/TPS-59	12M/M	MACS-7, YUMA, AZ
2-C	AN/TPS-63	12M/M	MACS-2, 1STMARBDE, HI
3-C	AN/TPS-59	12M/M	MACS-4, OKI, JA
4-C	AN/GRC-201	12M/M	7TH COMMBN, OKI, JA
5-E	AN/TPS-63	12M/M	MACS-4, OKI, JA
6-E	AN/TYP-2	12M/M	MACS-2, 1STMARBDE, HI

LIST 1-C THRU 6-E JUSTIFICATION IN DETAIL.
4. ADDITIONALLY RANK THE LISTED PRIORITIES WITHIN 2 BANDS; C
FOR ABSOLUTELY CRITICAL FOR SUSTAINED OPERATIONS; AND E FOR
ESSENTIAL FOR OPERATIONS.
5. POC AT THIS CMD IS I. M. CIVILIAN, DFMO, DSN 226-1125. BT

Figure 2-1.--Determination of Requirements Format.

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Letterhead

From: Commander, Marine Corps Systems Command
To: Mr. Robert S. Wire, Field Engineer, SSN 123-45-6789,
Static Radio Corporation, 2100 West Broad Street,
Port Chester, NY 20100-0000

Subj: ASSIGNMENT TO WORK WITH THE U.S. MARINE CORPS

Ref: (a) OPNAVINST 5510.1H
(b) MCO P1700.27

Encl: (1) MCO P12304.

1. You were assigned by your employer to perform work for the U.S. Marine Corps.
2. You are requested to proceed and report to the Commanding Officer, Marine Air Control Group Twenty-Eight, Second Marine Aircraft Wing, Fleet Marine Force Atlantic, Marine Corps Air Station, Cherry Point, North Carolina, who will brief you on the work for which your services have been contracted.
3. Your work is to provide, but is not limited to, on-the-job instructions and training of and assistance to Marine Corps personnel in the operation, maintenance, adjustment, and modification of AN/TYQ-2 Communications Equipment.
4. Having been cleared SECRET by DISCO on 14 December 19XX and subject to local approval, you are authorized to have access to such classified material up to and including SECRET, as may be necessary in the proper performance of your duties. You are requested to become familiar and comply with reference (a) and to certify by endorsement to these orders that you understand the provisions therein.
5. In the performance of your duties in connection with this assignment, you are to be afforded the privileges of a commissioned officer as related to laundry and dry cleaning services, if available; officers' messes, in accordance with reference (b); and the status of a company grade officer for billeting in bachelor officers quarters, if you so desire. It is not the intent that the foregoing privileges be extended gratuitously, and such services as rendered shall be on a reimbursable basis.

Figure 2-2. --Sample of Domestic Assignment Orders.

CETS MANUAL

Subj: ASSIGNMENT TO WORK WITH THE U.S. MARINE CORPS

6. You will perform your duties as directed by the Static Radio Corporation and will be administratively attached to a military commanding officer to whom you will report for this assignment. You will remain administratively attached to such command until transferred to another activity or until you are directed to return to your home office.

7. You will submit to the COMMARCORSYSCOM (DFM/O) a monthly field engineer technical summary which will include the following information:

a. Hours devoted to instruction, the subject matter, and the number of military occupational specialty personnel in classroom or on-the-job training attendance.

b. Hours devoted to technical guidance, the related problems, and the solution used.

c. Hours of actual maintenance performed due to the lack of qualified military personnel.

d. Number and description of failures occurring which required technical assistance.

e. General comments concerning operation of the equipment.

8. It is requested that one copy of each endorsement to these orders be furnished the COMMARCORSYSCOM (DFM/O).

9. The enclosure is furnished for your information, retention, and guidance.

(Signature)

Copy to:

CO MACG-28; Cherry Point, NC
Static Radio Corps., Port Chester, NY

Sample endorsement

I have read and understand the provisions of OPNAVINST 5510.1H regarding the safeguarding and protection of classified material and equipment.

Figure 2-2.--Sample of Domestic Assignment Orders--Continued.

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Letterhead

From: Commander, Marine Corps Systems Command
To: Mr. John Smith, Field Engineer, SSN 234-56-7890, Static
Radio Corporation, 2100 West Broad Street, Port Chester,
NY 20100-0000

Subj: ASSIGNMENT TO WORK WITH THE U.S. MARINE CORPS

Ref: (a) OPNAVINST 5720.3D
(b) OPNAVINST 5510.1H
(c) MCO P1700.27

Encl: (1) OPNAV Form 5720/1
(2) DD Form 489
(3) MCO P12304.

1. You were assigned by your employer to perform work for the U.S. Marine Corps. You are requested to report to the Commanding General, 1st Marine Aircraft Wing, Okinawa, Japan.

2. Pursuant to reference (a), this letter constitutes authorization to take passage on naval ships and military aircraft proceeding to or in the Pacific and return when directed by the proper authority. CIC 6/8/7302/6/7JF4V109 is designated for Air Mobility Command air travel. You are accredited to the Commanding General, Fleet Marine Force, Pacific, as a U.S. Marine Corps technician representing the Static Radio Corporation. This authorization will remain in effect until completion of assignment. Upon arrival at and departure from a naval ship, command, or station, this letter should be endorsed by the Commanding Officer.

3. You are requested to accomplish the following:

a. Comply with the inoculation requirements, prescribed by the Bureau of Medicine and Surgery, for the area in which you are to perform your duties. Unless authorized through prior military service, you must obtain your inoculation from civilian sources.

b. Execute and distribute enclosure (1), in accordance with the instructions contained therein.

c. Along with a passport, obtain a visa, if required, for the area in which you are to perform your duties.

d. Execute and retain enclosure (2).

Figure 2-3.--Sample of Overseas Assignment Orders.

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Subj: ASSIGNMENT TO WORK WITH THE U.S. MARINE CORPS

4. Your work will be to provide, but is not limited to, on-the-job instructions and training and assistance to Marine Corps personnel in the operation, maintenance, adjustment, and modification of AN/TYQ-2 Communications Equipment.

5. Having been cleared SECRET by DISCO on 2 May 19XX and subject to local approval, you are authorized to have access to such classified material up to and including SECRET as may be necessary in the performance of your duties. You are requested to become familiar and comply with reference (b) and to certify by endorsement that you understand the provisions therein.

6. In the performance of your duties, in connection with this assignment, you are to be afforded the privileges of a commissioned officer as related to laundry and dry cleaning services, commissary, and PX privileges if available; officers' mess as in accordance with reference (c); and afforded the status of a company grade officer for billeting in bachelor officers' quarters, if you so desire. It is not the intent that the foregoing privileges be extended gratuitously, and such services as rendered shall be on a reimbursable basis.

7. You will perform your duties as directed by the Static Radio Corporation and will be administratively attached to a military commanding officer to whom you will report for this assignment. You will remain administratively attached to such command until transferred to another activity or until you are directed to return to your home office.

8. You will submit a monthly field engineer technical summary, which will include the following information:

a. Hours devoted to instruction, the subject matter, and the number of military occupational specialty personnel in classroom or on-the-job training attendance.

b. Hours devoted to technical guidance, the related problems, and the solution used.

c. Hours of actual maintenance work performed due to the lack of qualified military personnel.

Figure 2-3.--Sample of Overseas Assignment Orders--Continued.

CETS MANUAL

Subj: ASSIGNMENT TO WORK WITH THE U.S. MARINE CORPS

d. Number and description of failures that occurred, which required technical assistance.

e. General comments concerning operation of the equipment.

9. You are authorized a baggage allowance of 66 pounds and an excess baggage allowance of 100 pounds.

10. Enclosure (3) is furnished for your information, retention, and guidance.

11. It is requested that one copy of each endorsement to these orders be furnished the COMMARCORSYSCOM (DFM/O).

(Signature)

Copy to:
CG FMFPac
CG 1stMAW
Static Radio Corps., Port Chester, NY

Sample Endorsement

I have read and understand the provisions of the OPNAVINST 5510.1H regarding the safeguarding and protection of classified material and equipment.

(Signature)

Figure 2-3.--Sample of Overseas Assignment Orders--Continued.

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<u>Item i/</u>	<u>Quantity 1/</u>
Belt, Service, Summer	2
Belt, Service, Winter	2
Buckle, brass, for belt, service	1
Cap, garrison:	
Summer, weight	1
Winter, weight	1
Utility	1
Coat:	
All weather, dress, gray	1
Service, green 2/	1
Service, winter 2/	1
Utility	3
Gloves, leather, service, black, pair	1
U.S. Technician Insignia: 3/	
Breast	4
Cap, garrison	1
Collar	2
Necktie, service Khaki	2
Shirt, Khaki w/quarter-length sleeve	2
Shirt, Khaki, Barrel cuff	2
Footwear:	
Boot, Combat, Leather, pair	1
Dress, black, pair	1
Socks, black, dress, pair	6
Socks, black, cushion sole, pair	6

Figure 2-4.--Items of Clothing for Field Engineer.

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<u>Item 1/</u>	<u>Quantity 1/</u>
Trousers:	
Service, summer	2
Service, winter	2
Utility	3

1/ The items and quantities listed are the maximum requirements. They may be adjusted according to the duration and location of assignment. The commanding officer may also exercise discretion in issuing special items of clothing or in adjusting quantities appropriate to the duration and location of assignment.

2/ Inasmuch as a field engineer may wear no distinctive grade, corps device, or other military insignia, plain buttons of the same shape and size must be substituted for the embossed buttons.

3/ Will be issued by COMMARCORSYSCOM (DFM/O) as an enclosure to basic orders.

Figure 2-4.--Items of Clothing for Field Engineer--Continued.

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1205. Civilians Serving With Marine Corps Units

1. When authorized and designated by the Chief of Naval Operations or the CMC, U.S. civilian technicians serving with the Marine Corps may wear the prescribed uniform for personnel of the Marine Corps, except that no distinctive grade, corps device, or other Navy or Marine Corps insignia shall be worn. Plain buttons of the approximate size and color of the buttons prescribed for the Marine Corps uniforms shall be worn on all coats.

2. The insignia as described below will be worn on Marine Corps uniforms by civilian technicians:

a. Breast insignia shall be worn on the left breast pocket of all coats, the utility shirt, and the khaki shirt. The breast insignia shall consist of an embroidered spread eagle facing to the right with a group of tools clutched in the left claw and an olive branch in the right claw. The lettering "U.S. TECHNICIAN" shall be centered immediately below the eagle. The insignia shall be placed on a 3-1/4-inch square background material of the same color as the coat or shirt.

b. Cap insignia shall be worn on the garrison cap. The insignia shall be worn on the left side two inches from the front edge and 1-1/2 inches from the bottom edge. The garrison cap insignia shall consist of a gilt pin five-eighths of an inch wide by three-fourths of an inch high bearing the inscription "U.S. TECHNICIAN."

c. Collar insignia shall be worn on both sides of the collar of the khaki shirt and utility coat, with the center of the insignia one inch from the front edge, and one inch from the upper edge of the collar. The collar insignia is identical to the garrison cap insignia described above.

Figure 2-5.--Extract From MCO P1020.34E, Marine Corps
Uniform Regulations.

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ROUTINE
P 150210Z AUG 91
FM (USING ACTIVITY ASSIGNED/TAD)
TO COMMARCORSYSCOM WASHINGTON DC//CPO//
INFO COMMARCORSYSCOM QUANTICO VA
UNCLAS //N12306//
SUBJ: CONTRACT FIELD ENGINEER COMMERCIAL FACILITIES COST
REF/A/DOC/MCO P12304.
1. AS REQUIRED BY THE REF, THE FOLLOWING COST DATA APPLIES TO:
NAME: (FIELD ENGINEER)
COMPANY NAME:
PERIOD COVERED:
AIRFARE:
LODGING:
MEALS:
RENTAL CAR:
OTHER:
TOTAL ESTIMATED COST:
2. POC AT THIS CMD IS I.M.A. MARINE, DSN NUMBER.
BT

Figure 2-6.-- Commercial Facilities Cost Format.

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LETTERHEAD

From: Commanding Officer, Communication-Electronics School
Battalion, Marine Corps Recruit Depot, San Diego,
CA 92140
To: Commander, Marine Corps Systems Command (Code DFM), 2 Navy
Annex, Washington, DC 20380-1775
Subj: COMMERCIAL CONTRACT ENGINEER'S MONTHLY TIME REPORT
(REPORT CONTROL SYMBOL EXEMPT)

Ref: (a) MCO P12304.

Engineer: John M. LECTRIK

Parent organization: Static Radio Corps.; Port Chester. NY

Period covered: 1-30 April 1988

Total days worked (include TAD): 17.5

	Inclusive Dates	Total Days/Hours
Annual leave	2-5 April	4 Days
Sick leave	8 April	4 Hours
Overtime	0	0
TAD	None	_____

Purpose of TAD: _____

Remarks: _____

(Commanding Officer)

Copy to:
Appropriate Program Manager

Figure 2-7.--Field Engineer Attendance Record.

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LETTERHEAD

From: Mr. John M. Lectrik, Static Radio Corporation,
2100 West Broad Street, Port Chester, NY 20100-0000
To: Commander, Marine Corps Systems Command (Code DFM), 2 Navy
Annex, Washington, DC 20380-1775
Subj: FIELD ENGINEER'S TECHNICAL REPORT (REPORT CONTROL SYMBOL
MC-12304-02)
Ref: (a) MCO P12304.

1. In accordance with the reference, the following report is
hereby submitted:

- a. Continued repair projects etc.
- b. Inspected M-33 system, serial no etc.
- c. Investigation started to determine cause of failure of etc.

(Signature)

Copy to:
COMMARCORLOGBASES, Albany (Code 820)
CG FMFPAC (G-6)
CG FMFLANT (G-6)

Figure 2-8. --Field Engineer's Technical Summary.